

8 MAR 1977

MEMORANDUM FOR THE RECORD

SUBJECT : Project SAFE Narrative for General Services Administration  
Internal Management Plan

REFERENCE: Ltr dtd 18 Feb 77 to C/RECD/OL fm A-D/CMD/GSA, Subj:  
Northside Computer Center Project

1. Pursuant to the General Services Administration (GSA) requirement for a justification in the referent memorandum, the undersigned contacted Mr. Frank Miles, GSA's Agency Project Coordinator, Construction Management Division (CMD), on 21 February 1977 by telephone to determine what was required to satisfy their internal document needs. During his visit to the Headquarters Building on 24 February, Mr. Miles indicated that this abbreviated management plan would go to Commissioner Steele for approval to shorten the contractual process for selecting the A&E for Project SAFE. He stated further that a brief, one or two paragraphs at most, narrative explaining why the Northside Computer Center Project was important to this Agency and why its completion by 1 July 1978 is necessary. He stated this narrative was required on the morning of 28 February for his preparation of a memorandum to Commissioner Steele.

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2. The undersigned contacted, Mrs. [redacted], who is Mr. [redacted] (Chief, System Analysis Staff (SAS), OCR) right-hand person and project analyst, and enlisted her help in preparing such an unclassified narrative. A suggested narrative was given to Mrs. [redacted] with the understanding that GSA's requirement was urgent and a telephonic response was needed by Monday morning, 28 February 1977.

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3. Subsequently, the attached narrative was prepared, using standard phraseology previously given to Congress, by SAS/OCR personnel and approved by both Mr. [redacted] Chief, Special Projects Staff, ODP. It was typed and informally delivered by hand to HEB on 28 February. It had been prearranged that I telephone Mr. Miles on the morning of 28 February to relay the narrative; however, he then indicated that he would be coming to the Headquarters Building later in the day (28 February) and would prefer to pick it up himself and discuss it. He subsequently canceled this visit and rescheduled a visit on 1 March and arranged for a GSA courier to pick up the envelope containing the attached paragraphs when he also canceled the second meeting.

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*D/L HAS SEEN PRIOR to Submission OR  
C/RECD MARCH 11 Memo to CMD/GSA SAME  
Subject*

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4. Subsequently, I prepared the letter to Mr. Stewart, Acting Chief, CMD/GSA, to confirm the narrative, method, and date of delivery. This letter was enlarged to also serve as response to his February letter regarding the GSA schedule for Project SAFE.



STATINTL

OL Project SAFE Coordinator

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